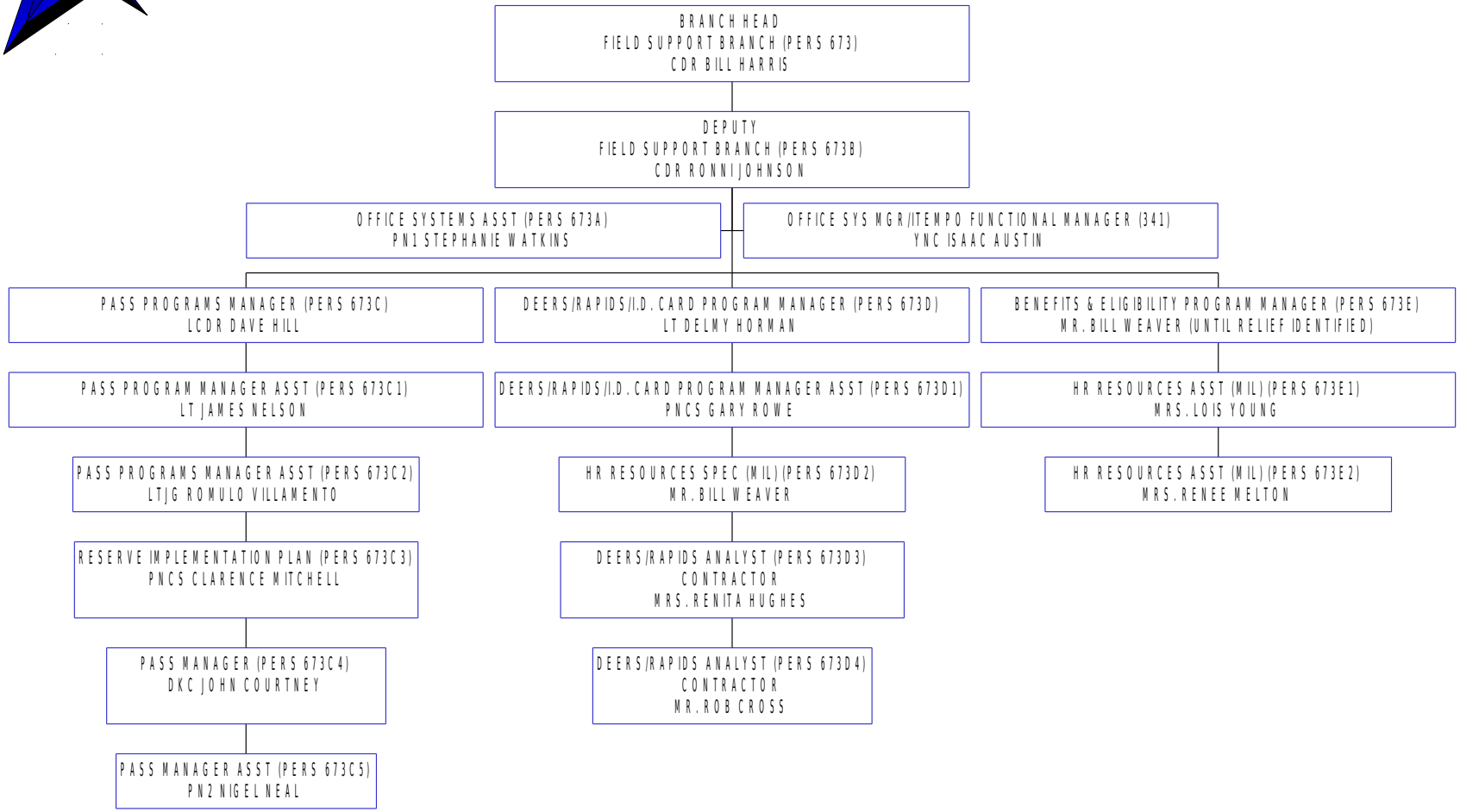
FIELD SUPPORT BRANCH
PERS-673

Navy Personnel Command
Millington, Tennessee

Field Support Office Organization Chart



Core Competencies

- Act as Pay/Personnel Administrative Support System (PASS) Program advisor to ACNPC, Fleet Support (PERS-6).
- Responsible for promulgation of operational/execution policies to PERSUPPACTs, PERSUPPDETs, Navy pay and personnel departments of deployable ships and squadrons, including Sailors attached to PSD Afloat Detachments.
- Interpret policies, develop and disseminate field procedures in support of Federal statutes, legislative changes and Navy pay, personnel and transportation regulations in support of active duty, reserves, retirees and their families.
- Analyze and disseminate field procedures in matters

Tasks

- Answer other queries from Navy internal offices or the general public.
- Action Memos.
- Review/chop NAVADMINs.
- Answer official mail queries from public.
- Balanced Scorecard/N-MAPS.
- Web Content Management System (WCMS).
- Promulgation of operational/procedural policies to PERSUPPACTs, PERSUPPDETs, PAPA Detachments, Navy pay/personnel departments of deployable ships/squadrons.

Tasks

- Program advisors and SME's in matters of Pay/Personnel Administrative Support System (PASS) management.

- Functional Representatives to Navy Standard Integrated Personnel System (NSIPS).

- Functional Representative to Electronic Service Record testing and implementation (ESR).

- Functional Representative to Defense Integrated Military Human Resource System (DIMHRS).

Tasks

- Member of/or provide Field Support representation to NHRBOD, PSD Afloat Working Group, PSA CO/OIC conferences, and NSIPS Implementation Team.
- DEERS/RAPIDS Service Project Officer.
- Joint Uniformed Services Personnel Advisory Committee Chairman.
- Navy CAC Policy development and implementation.
- Manage allocation of RAPIDS workstations Navy-wide.
- Abuse Dependents Coordinator.
- Unremarried Former Spouse Coordinator.
- Incapacitated Dependents Coordinator.

Tasks

- Illegitimate Children Certification.
- Wards – Sponsor Retired/Deceased Eligibility Certification.
- Full Time Students – Sponsor Retired/Deceased Eligibility Certification.
- Social Security Number – Corrections.
- Date of Birth – Corrections.
- DEERS – Corrections.
- Congressional Inquiries.
- Eligibility for ID Card with Benefits – Certification.
- TRICARE Medical Eligibility – DEERS Updates.
- Child Support Services – Provide Information.
- Eligibility Requirements/Procedures – Provide Guidance

Way Ahead

PASS Program Management Section (PERS 673C)

- Continue to provide input to PAPA Ad Hoc Working Group to ensure that PAPA is adequately staffed, organizationally aligned and adequately manned under the Personnel Administrative Support System (PASS).
- Provide continued support for Field and Fleet in preparation for FY06 DIMHRS implementation:
  - Complete DIMHRS Training Plan.
  - Participate in DIMHRS Critical Design Review.
  - Participate in Self-Service Design Functionality.
- Provide continued assistance on mobilization-related issues.

Way Ahead

PASS Program Management Section (PERS 673C) (Cont'd)

- Jointly certify ESR with PERS-312 and 341 as ready for release to the Fleet.
- Re-write and submit PASSMAN for approval.
- Work with DFAS to set up and host Pay/Personnel Conferences.
- Completed Occupational Standard review for PS rating.
- Complete WCMS conversion and update of PERS-673 web site.

Way Ahead

DEERS/RAPIDS/CAC/ID Card Section (PERS 673D)

- Continue to implement plan initiatives to avoid 3-year bow-wave.
- Facilitate and support 100% CAC issuance goal for all DoN personnel.
- Equip 100 ships with CAC capable DEERS/RAPIDS workstations.
- Migrate to upgraded CAC (64K memory chip).
- Upgrade to improved DEERS/RAPIDS processing software (version 6.4).
- Manage 28% increase in DEERS records corrections based on new DEERS lockdowns and increase of CAC-capable ships.
- Work with CNI to deploy CAC PIN reset machine.

Way Ahead

Benefits and Eligibility Section (PERS 673E)

- Improve efficiency, production and response time for correspondence, tasker and congressional inquiries using N-MAPS for tracking.

- Improve dissemination of information out to the Fleet, field, and beneficiaries by revising and updating the web site and using applicable print media.

Accomplishments by the Numbers

- 15,400 CAC card stock requests processed.
- 1 CAC sustainment message released.
- 2 Messages of the Days (MOTD's) drafted for DMDC Verifying Officials' website.
- 5 articles published in Navy Colors.
- 9 RAPIDS workstations distributed.
- 3,344 benefit and eligibility cases processed.
- 10 Pay and Personnel Information Bulletins (PPIB's) released.
- 400 DEERS/RAPIDS complete w/ workstation 6.3.3 software upgrade.
- 4,264 DEERS records corrected.